App. F. IX-4

Previous References 1939. (D/S)

File No. 92-39
Serial Nos. 142

Later References.
D+S. 44 40—1 4

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for May 40.

SUBJECT.

Resolutions of the Press committee re Kind of paper to be used for printing & supplying forms &c to the various departments

WD 0573—GPB—22,600—12-9-39

Sec) Approves that proposal of the Superintendent Printing.
No. AF 1232-37 13.5.40

To the Comptroller to Give the Superintendent Printing and Secretary Press committee

M/4.

Serial No.

From the Suptdt. Govt. Printing and Secretary Press Committee -

No P 3694 dt 28.3.40
2.4.40.

States that as per rule 1, page 26 of the Stationery Manual about 48 Kinds of paper have to be supplied for use in various departments from the Stationery Depot as per details given in the Appendix I of the Manual, and the Kind of paper to be used for printing several Kinds of forms, registers etc. printed and supplied by the Press, and that difficulties may arise at times to get the particular Kind of paper in the market on which the printing has to be done and forwards the explanatory note put up by the Press and Copies of resolution passed by the Press Committee on the subject together with the draft Correction slip to the Stationery Manual proposed in accordance with the resolution of Govt.

1) The Suptdt. reports that the rules in the Appendix to the Stationery Manual are not clear in respect of the Kind of paper to be used for printing forms, registers etc. required by several offices and that in many cases forms registers required by several offices and to be preserved for short periods have been asked to be printed at the Govt. Press on costly paper and the Suptdt. has

NOTE–Contn. Sheet.

no discretion to refuse to comply with the request or to change the kind of paper proposed to be used by Deptts. for printing as per existing rules and that the Press Committee who considered the question have proposed the modification of the rules so as to give the Suptdt. the discretion of settling the kind of paper to be used for printing in each case according to the period of preservation of records. ~~according to the proposal~~ if necessary in consultation with the officer Concerned.

2) The draft Correction slip to the Stationery Manual proposed in accordance with the resolution subs. by the Suptdt. is flagged 'D'. V may be appd.

3) The resolution of the Press Comittee with reg. to the modification of the rule as per draft Correction slip is for ~~order~~ appd.

SP 10/4

Chn 11/4

4) (Dwt Dey) Please put up a copy of the Stationery Manual.

Ce 18/4 by

5) A Copy of the Stationery Manual is herewith put up as directed

SP 18/4

6) (Dwt Dey) by 18/4

SECY. CPT 19 APR 1940 GOVT OF MYSORE

3974

General and Revenue Secretariat — P. & S. File No. 52 of 1945. — [App. F. III–2

Serial No.

The draft rules may be approved (I have suggested some verbal corrections).

2nd. Mtg. 7/4 Lie

7) A.R. 25.4.40

Ce. 23/4 Ly

Ce. 24/4 Ly

8) 28.4

Ce. 29/4 Ly

9) Draft S.O. as put up for approval

6/5/40

10) Issued

To the Supdt. Govt. Presses
the Comptroller to Govt.
No. A.D.-6232-3 dt. 13.5.40
Approved of the proposal of the Supdt. Govt. Presses.

2

15/5

FINANCE U.O.No. F.3286 23 APR 1940

OFFICE OF THE SECOND MEMBER OF FINANCE 26 APR. 1940 No. 9423

TYPE 8 MAY 1940 GEN. & REV. SECTT.

GEN. & REV. SECTT. 15 MAY 1940 FOREST BRANCH.

No. P. 3694 2974

Office of the Superintendent,
Government Printing in Mysore,
Bangalore, dated.....28th March.....194 0

2-4-40

From

SEC 3 APR 1940 GOVT OF MYSORE

Pams 92-39-1

B. KRISHNASWAMY CHETTY, Esq., B.E., A.R.P.S., M.A.S.M.E.,
Superintendent, Government Printing, and
Secretary, Press Committee, Bangalore.

To

GEN. & REV. SECTT. - 4 APR. 1940 AG. & FOREST BRANCH.

The Secretary to Government,
Development Department, Bangalore.

Sir,

I have the honour to state that as per rule 1, page 26 of the Stationery Manual, about 48 kinds of paper have to be supplied for use in various departments from the Stationery Depot as per details given in the Appendix A? I of the Manual. The Appendix also indicates the kind of paper to be used for printing several kinds of forms, registers, etc., printed and supplied by the Government Press. The Superintendent, Stationery Depot has no authority to alter the provisions of the Appendix without ~~the~~ sanction of Government. No difficulty is experienced in respect of supply of papers from the Stationery Depot to several offices as per these rules. The rules in Appendix are not clear in respect of kind of paper to be used for printing forms, registers, etc., required by several offices. In practice it is noticed that in many cases forms and registers required by several offices and to be preserved for short periods have been asked to be printed at the Government Press on costly paper and the Superintendent, Government Printing and Stationery has not discretion to refuse to comply with the requisition or to change the kind of paper proposed to be used by departments for printing as per existing rules. This practice increases expenditure under Stationery and Printing without corresponding benefit.

The standard list of forms, registers, etc., used in each department is under preparation and the kind of paper in which each form or register has to be printed is noted therein with the concurrence of heads of departments. But difficulties may arise, at times, to get the particular kind of paper in the market in

in which printing has to be done as per standard lists or for want of stock in the Stationery Depot and in many cases the Government Press under orders may have to print matters which are not included either in the standard lists or in the Appendix of the Stationery Manual and Superintendent has to use the kind of paper proposed by the Department for printing irrespective of the cost involved and the period of preservation of records.

This question was placed before the Press Committee in their meetings held on 9-5-1939 and 4-12-1939. The explanatory notes put up by the Press and copies of resolutions passed by the Press Committee are enclosed for kind information. The Committee is of the opinion that the general principles referred to in the notes be approved and the rules be so modified that the Superintendent, Government Printing be given discretion in settling the kind of paper to be used for printing in each case ~~of the kind~~ referred to above according to the period of preservation of records, if necessary, in consultation with the offices concerned.

I enclose herewith a draft correction slip to the Stationery Manual proposed in accordance with the above resolutions, for kind approval of Government.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary. 30/3

drs.

CORRECTION TO THE STATIONERY MANUAL.

6

Rule 1, page 26.

Add the following at the end of rule 1.

"~~For~~ In printing forms, registers, and other matters, excluding ~~those stipulated by~~ That specified in the standard lists of forms, etc., or in ~~emergencies~~ a case of emergency when the stock of the particular kind of paper ~~stipulated~~ specified in the standard lists is exhausted, the kind of paper to be used ~~for printing~~ will be decided by the Superintendent, Government Printing, according to the period of preservation of the record, in consultation with the department in special cases, if necessary."

Appendix A, page 33.

Add the following at the end of the Appendix as Annexure.

"A n n e x u r e"

General rules to be followed for selecting the kind of paper to be used for printing forms, registers and other matters:—

Nature of records.	Kind of paper.
1. Registers, forms and other matters to be preserved for over 20 years.	Thick Azurlaid paper or Tub-size paper.
2. - do - more than 10 years and up to 20 years.	Thin Azurlaid paper.
3. - do - more than 5 years and up to 10 years.	Thin white paper.
4. - do - 5 years or less.	White or Badami paper.

N.B:-

The kind of Papers to be used for printing Educational books, etc., will be regulated as per Appendix A above.

Bangalore,
Dated 28th March 1940.

Secretary,
Press Committee.

DRS.

Extract of Resolution No.V of the Press Committee held on 9th May 1939.

* * *

V. Kind of paper to be used for printing several fan forms and registers and kind of binding work to be done.

The following proposals are made with reference to the paper to be used for printing and the binding work to be done:-

1.Registers:-

(a) Permanent Registers.
(b) Registers to be preserved for over 30 years.
(c) " - do - " 20 "
(d) " - do - " 10 "
(e) " - do - " 5 "
(f) " - do - " 3 "
(g) " - do - " 1 "

2. Records:-

(a) Permanent.
(b) To be preserved for over 20 years.
(c) - do - 10 "
(d) - do - 3 "
(e) - do - 1 "

(1) Registers.

(a) Which have to be preserved for more than 20 years and tnose which have to be handled very frequently may be printed on thick azurelaid paper.

(b) Which have to be preserved for over 10 years and not more than 20 years and those which have to be handled frequently may be printed on thin Azurelaid paper.

(c) which need not be preserved for more than 5 years and handled frequently may be printed on thick white paper.

(d) Which need not be preserved for more than 3 years, white paper or badamy paper may be used.

(2) The same applies to (2) Records. Tub size paper may be used instead of thick azurelaid paper.

Where it is intended to write on both sides thicker paper may be used:-

(3) Binding:-

Full leather binding ----> for (a) and (b)

Half leather and calico)
" " " " for) (c) and (d)
" " " ")
Half cloth and board) for (e)

Half cloth or rexine and boards or)
quarter cloth and boards.) for (f).

Resolved that the general principles contained in the Secretary's proposals be accepted. Sample papers and sample binding work may be circulated to the Committee members and the subject placed before the Committee at the next meeting.

* * *

" C o p y "

Secretary,
Press Committee. 2/4/40

drs/1-4-40.

9

Extract of resolution No.VI of the Press Committee held on 4th Dec. 1939.

- - -

VI. Kind of paper to be used for printing several forms and registers and binding work to be done.

As desired in resolution No.V of the meeting of the Press Committee held on 9th May 1939, the samples of several kinds of paper were circulated to the Committee members together with six kinds of samples of binding.

Resolved that the general principles referred to by the Secretary in respect of kind of paper to be used for printing forms and registers be approved subject to the condition that the Superintendent, Government Printing be given discretion in respect of selecting the kind of paper to be used according to the period of preservation of records if necessary, after ascertaining the same from the offices concerned.

Regarding the binding work, it was resolved that only samples of 2, 3 and 6 be approved with the observation that sample ~~form~~ No.2 be used only for work of a permanent character, sample 3 to be used for registers and sample 6 be used for all other kinds of works.

- - - - -

* *

"C o p y"

Secretary, 4/4/40
Press Committee.

DRS.

G. R. S. App. F VI—G 2]

SUBJECT .....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *193* .

Date of issue ..12-5-40..193 .

Signed by ..Mr P C K..

May this be—

(i) printed?

(ii) treated as a standing order?

(iii) published in the Gazette, English Part?

(iv) translated?

(v) placed at the disposal of the press?

(vi) published in the Gazette, Kannada Part?

Section P & S

File No. 92-35

Serial No. 2

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read—

Letter no P 3694 of 28-3-40 / 2.4.40 from the Suptdt. Govt. Printing and Secy: Press Committee - stating that rules in Appendix A of the Stationery Manual in respect of the Govt. offices be used for ~~Order thereon:-No.~~ printing forms, registers, &c., required by several offices are not clear and forwarding Copies of the resolutions of the Press Committee in the matter together with the draft Correction slip to rule 1 page 26 of the

Stationery Department

In accordance with the above resolutions requesting approval of Govt. in the matter (Rev entered the matter in Reg. D)

Order No. A7l232 dated 13th Dec

Concurred. Approved.

[signature]

For Secy.

To The Supdt. Govt. Printing & Stny: Press Committee

Comptroller to Govt.

List of Enclosures

Copied by

Examined by

WD 0279—GPB—22,500—14-4-38

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read:—

Letter No.P.3694 dated 28th March 1940/2nd April 1940, from the Superintendent, Government Printing and Secretary, Press Committee, stating that rules in Appendix A of the Stationery Manual in respect of the kind of paper to be used for printing forms, registers etc., required by several offices are not clear and forwarding copies of the resolutions of the Press Committee in the matter together with the draft correction slip to rule 1 page 26 of the Stationery Manual in accordance with the above resolutions and requesting approval of Government in the matter.

Correction to the Stationery
M a n u a l.

Rule 1, page 26

Add the following at the end of rule 1:

"In printing forms, registers and other matter, excluding that specified in the standard lists of forms, etc., or in a case of emergency when the stock of the particular kind of paper specified in the standard lists is exhausted, the kind of paper to be used will be decided by the Superintendent, Government Printing, according to the period of preservation of the record, in consultation with the department in special cases, if necessary."

Appendix A, page 33.

Add the following at the end of the Appendix as Annexure:

A n n e x u r e.

General rules to be followed for selecting the kind of paper to be used for printing forms, registers and other matter:-

	Nature of records.	Kind of paper.
1.	Registers, forms and other matter to be preserved for over 20 years.	Thick Azure laid paper or Tub-size paper.
2.	-do- more than 10 years and upto 20 years.	Thin Azure laid paper.

P.T.O.

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3.	Registers, forms and other matter to be preserved for more than 5 years and upto 10 years.	Thin white paper.
4.	Registers, forms and other matter to be preserved for ~~maximum~~ 5 years or less.	White or Badami paper.

N.B:- The kind of paper to be used for printing educational books, etc., will be regulated as per Appendix A above.

ORDER NO. A 76202-24/NS.92-39-2

BANGALORE, DATED 15 MAY, 1940.

A p p r o v e d

C. Balaraya

Secretary to Government
Development Department

To

The Superintendent, Government Printing &
Secretary, Press Committee.

Comptroller to the Government of Mysore.

NDA.4